

SOUTH WINDSOR PUBLIC SCHOOLS – COMMUNITY USE OF BUILDINGS

TERMS AND CONDITIONS OF USE

IT IS UNDERSTOOD that use of the buildings, facilities and equipment by the applicant is subject to any or all of the following conditions as periodically adopted by the Board of Education.

1. Certificate of Insurance, with proper limits of liability, shall be submitted as evidence of insurance coverage at least three (3) days in advance of the event and must designate both the *using organization* as the insured **AND** “*The South Windsor Board of Education and the Town of South Windsor*” as additional insureds. The absence of such a certificate would preclude use of the facility.

MINIMUM REQUIREMENT FOR LIABILITY COVERAGE IS \$1,000,000.00

2. The applicant of organization must sign the Indemnification Hold Harmless Agreement we provide and an Affidavit attesting to the non-profit status and that South Windsor residents are involved in the activity/event, as a condition to using the school building or facility, requested.
3. The South Windsor Police Department must be notified by the applicant if more than 200 persons are expected. Cost incurred for required security to be assumed by applicant. Proof of notification required before event.
4. There will be **NO SALE OR CONSUMPTION OF BEVERAGES OR FOOD** except in authorized locations.
5. **SMOKING IS PROHIBITED ON ANY SCHOOL PROPERTY.**
6. No Alterations, changes or additions to the electrical system may be made.
7. **NO** confetti or glitter allowed inside or outside the premises.
8. **NO MALT BEVERAGES OR SPIRITUOUS LIQUORS** will be brought in, sold, or **CONSUMED** on the premises.
9. Youth groups will not be allowed into the building until adult supervisors have arrived.
10. Should damage be incurred through usage by any group, the group must submit to the school principal a written report within 24 hours. Cost of replacement/repair will be generated and billed to the applicant.
11. Failure to comply with pertinent conditions and to exercise reasonable care in the use of facilities or equipment will result in the revoking of future use.
12. The following charges will be applied at current Board of Education Rates:
 - a. Building use fee based on square footage used by organization.
 - b. For each Custodian when the building is used after 10:30 p.m. Monday through Friday, and for when services are required on Saturday, Sunday and Holidays.
 - c. Food Service Staff and Auditorium Technicians/Supervisors when required.
13. **NOTICE OF CANCELLATION OR REQUESTS FOR CHANGE MUST BE MADE AT LEAST 24 HOURS IN ADVANCE OF THE SCHEDULED EVENT TO 860-291-1223.**
14. THE BOARD OF EDUCATION RESERVES THE RIGHT TO CANCEL BUILDING ACTIVITIES DUE TO WEATHER OR OTHER EMERGENCIES. WHENEVER SCHOOL IS CANCELLED DUE TO WEATHER OR OTHER EMERGENCIES, ALL AFTER SCHOOL AND EVENING ACTIVITIES ARE ALSO CANCELLED.
15. Payment is due within thirty (30) days of billing. If payment is not received within the allotted time, the organization could forfeit their eligibility for future use of the Board of Education facilities.
16. NO ANIMALS ALLOWED IN THE BUILDINGS OTHER THAN SERVICE ANIMALS.
17. Any other policies, procedures or regulations governing use of facilities as adopted by the Board of Education. Board of Education policy located on the South Windsor Public Schools Website.

Special attention to the newly revised policy #1700 concerning the possession of Deadly weapons or Firearms.

THE CUSTODIAN IS RESPONSIBLE FOR THE FOLLOWING:

1. Opening the building, having lights and heat on in areas needed, before the group arrives. If snow is on the ground, walks should be made safe by shoveling and/or sanding, as required.
2. Performing custodial duties, and making himself available to assist the group, if needed, while the building is in use.
3. Providing container for trash disposal, which he is responsible for emptying.
4. Sweeping, washing floors or vacuuming rugs, if necessary for after-hour functions.
5. Having the group representative sign the CUB form, which documents the groups arrival/departure times.
6. Restoring the building to school readiness, turning off lights and securing building, after the group has left.

THE COMMUNITY GROUP WILL BE *TOTALLY* RESPONSIBLE FOR THE FOLLOWING:

1. Providing adequate supervision to ensure proper conduct of members of the group and the protection of school property.
2. Taking out, setting up of tables and chairs as needed, and taking down and putting back of tables and chairs after the event.
3. Cleaning off cafeteria tables and chairs, depositing waste material in refuse container.
4. Picking up any litter left by the group and depositing it in appropriate refuse container, and restoring all areas of use to the same clean condition as they were found.
5. Notifying the Community Use of Buildings Clerk, if food preparation using kitchen equipment is to be done, so a kitchen staff person can be assigned to provide necessary supervision of the kitchen only.

GUIDELINES FOR KITCHEN USE:

We will provide our kitchen guidelines separately to any community group who indicated they would be interested in using the kitchen.